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BSNL CDR1, Oracle Applications (Accounting)

Version 1.0

User Manual, June, 2009
BSNL, Hyderabad, India

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Deccan Park, Hyderabad,

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Oracle Applications (Accounting) User Manual	Version1.0	This guide provides information about the functionalities of Oracle Applications – General Ledger. It also provides the procedures and tasks that the user need to know to perform the business tasks more efficiently

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About this Manual

Purpose

This manual has been written to help you understand and use the Oracle Applications (Accounting). It presents the functional capabilities and operational details and contains the procedures that you should know for performing your business tasks using Oracle Applications (Accounting) based on the roles assigned to the user.

The System Administration and Database Maintenance tasks have not been covered in this manual. For more information about these functions, please refer to the System Administration Guide for Oracle Applications (Accounting).

Intended Audience

This manual is intended for the personnel in the Accounts department of Bharat Sanchar Nigam Limited (BSNL).

Prerequisites

Following are the prerequisites for performing the tasks presented in this manual:

Functional	Prior knowledge of: • Oracle Applications • Domain knowledge of Finance
Technical	Prior knowledge of: • PL/SQL • Oracle Applications

Organisation of the Manual

Information in this manual has been organised as follows:

Organisation of this Manual

Chapter	Description
Introduction	Provides a brief introduction to Oracle Applications (Accounting). It also details the hardware and software requirements, and interfaces with other systems
Journal	Provides description about creating Journals or Batches
Post a Journal/Batch	Provides description about posting Journals or Batches
Inquiries	Provides description about inquiring the existing Journals or Batches
Reports	Provides description about the reports generated as per the requirement of the user
Values	Provides description about the procedures for creating the segments of Circle, SSA and GL Code
Calendar	Describes the procedure for adding a new calendar for the fiscal year
Document	Describes the sequencing and assigning of the journal which fall under different

Chapter	Description
Sequencing and Assigning	categories
Categories	Describes various categories of Journals or Batches
Open/Close period	Describes the procedure for opening or closing a period
Year End Closing Activities	Describes the various activities that are performed at the end of the Year

Typographical Conventions

The following table gives the details of the typographical conventions used in the document:

Typographical Conventions

Formatting Convention	Type of Information
Bold	• Keys on the keyboard appear in title case (first letter in upper case). For example, **Enter** • Buttons, check boxes, Commands that you choose from the menus or dialog boxes appear in title case and in bold font. For example, Click **View** from the menu bar. • Navigation to the particular window. For example, **Journal ➔ Enter**
Italics	Messages
`Courier New`	Names of the tables
Blue	Cross References

References

The documents used as references are:

1. Configurations Document/Oracle Applications (General Ledger) Implementation Guide
2. Functional Specifications Document
3. Technical Specifications Document
4. System Requirements Specifications Document

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List of Abbreviations

Abbreviation/ Acronym	Expansion
BSNE	Bharat Sanchar Nigam East (Ledger for East)
BSNL	Bharat Sanchar Nigam Limited
BSNS	Bharat Sanchar Nigam South (Ledger for South)
CDR	Call Detail Record
DC	Data Center
Dr./Cr.	Debit/Credit
ES	Electronic Stapling
GL	General Ledger
PMS	Payment Management System
SSA	Secondary Switching Area

1 Introduction

The main objective of Oracle Applications (Accounting) implementation is to rollout the Telecom Revenue Accounting solution which supports the accrual accounting at a consolidated level.

Ledgers are maintained at the Financial Accounting level and Subledgers at the Billing system level. GL accounts are defined at the corporate level and used at the SSA level in order to facilitate the SSA level accounting. Identification of Revenue Receiving and Revenue Owning Secondary Switch Area (SSA) is required in order to process all the Remittance transactions. This infomation is provided by Payment Management System (PMS) and Billing system with respect to the Call Detail Records (CDR).

Oracle Applications (Accounting) deals with the following external interfaces:

- Billing system
- Payment Management System (PMS)
- Electronic Stapling (ES)

The representation of the various processes that interact with the Accounting system is given below:

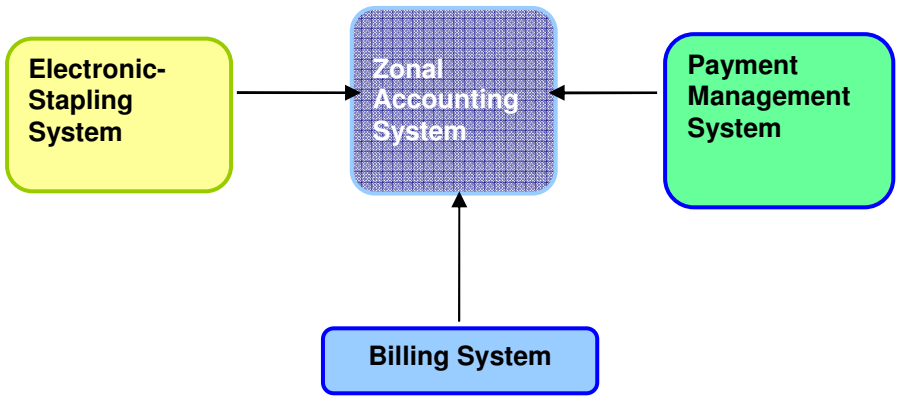


Figure 1 : Business process for Accounting

The main sources of information for General Ledger are:

- Billing System
- Payment Management System
- Electronic Stapling System
- Manual journal entries for period closing

1.1 Purpose of Oracle Applications (Accounting)

The main purpose of Oracle Applications (Accounting) is to keep track of all the financial information that it receives from different sources (mentioned above) for generating the Trial Balance, and Account Analysis reports. It records the information about the Journals, Accounting entries and so on for Telecom Revenue Accounting.

1.2 Features of Oracle Applications (Accounting)

The following are some important features of Oracle Applications:

- Data that is received from various source systems (PMS, ES, Billing) is placed into the database. This data will be used to generate the Trial Balance and Account Analysis Reports
- Contains the Journal form which is used to create /post the Manual entries at the end of the fiscal year

1.3 Oracle Applications Environment

This section describes the software and hardware environment required to run Oracle Applications (Accounting).

1.3.1 Software Environment

Operating System	IBM Unix
Database	Oracle 10g
Server Software(s)	Oracle E-Business Suite Applications Release 12.0 Media Pack for IBM Unix
Other Software(s)	Oracle Developer, putty

1.3.2 Hardware Environment

Servers	None
Network Infrastructure	None
Communication Infrastructure	None
Other Hardware	None

1.4 User Roles

This section describes the roles and responsibilities of the various users that Oracle Applications (Accounting) supports.

HYD GL	• Enter Manual Journals • Run Reports • Inquire Journals
HYD GL Post	• Enter Manual Journals • Run Reports • Inquire Journals • Post Journals • Reverse Journals
SOUTH DC LEVEL 1	• Enter Manual Journals • Inquire Journals • Run Reports **Note:** Access to all the SSAs of that particular zone
SOUTH DC LEVEL 2	• Enter Manual Journals • Inquire Journals

	• Reverse Journals • Post Journals • Run Reports • Add periods to a Calendar • Define and Assign Sequences • Open and Close Period • Year End Activities
BSNL SOUTH ADMIN	• Enter Manual Journals • Reverse Journals • Inquire Journals • Run Reports • View Values • Add periods to a Calendar • Viewing Sequences • Viewing Categories • Open and Close Period • Year End Activities
BSNL SOUTH O&M	• Inquire Journals • Run Reports • Add Values • Define and Assign Sequences • Add Categories

2 Getting Started

2.1 Using Menus and Toolbars

You can use menus and toolbars to access Oracle Applications (Accounting) functionality.

A menu displays a list of commands. Some of the commands have images next to them so you can quickly associate the command with the image. Most menus are located on the menu bar at the top of the application window. Shortcut menus are available when you right-click text, objects, or other items.

A toolbar contains buttons with images (the same images you see next to corresponding menu commands), menus, or a combination of both. Oracle Applications (Accounting) includes many built-in toolbars that you can show and hide as needed.

2.1.1 Using Shortcut Keys

The Shortcut Keys that are present in Oracle Applications (Accounting) are given below:

Table 1 : Shortcut Keys

Function	Screen Icon	Keyboard shortcut
Adding/Inserting a new record		N/A
Searches the record as per the criteria -- Find		N/A
Show Navigators		N/A
Saves the record		**Ctrl + S**
Next Step		N/A
Switching the responsibility		N/A
Prints the document		**Ctrl + P**
Closes the form		**F4**
Cuts the required content		**Ctrl + X**
Copies the content		**Ctrl + C**
Pastes the content		**Ctrl + V**
Clears the selected record		**F6**
Deletes the record		**Ctrl+ Up**
Edits the Field		**Ctrl + E**
Zoom		N/A
Translations		N/A
Attachments		N/A
Folder Tools		N/A

Window Help		**Ctrl + H**
Querying the data	N/A	**F11**
Retrieving the data as per the query provided	N/A	**Ctrl + F11**

3 Journal

A Journal is used for recording any transaction entries in the form of Debit (Dr.) and Credit (Cr.) for accounting purposes. With the help of Oracle Applications, a journal can be created in a batch or individually using the Journal/Batch window.

3.1 Journal/Batch Window

Using this window, you can enter, find or reverse a journal/batch.

The screenshot for Journal window is given below:

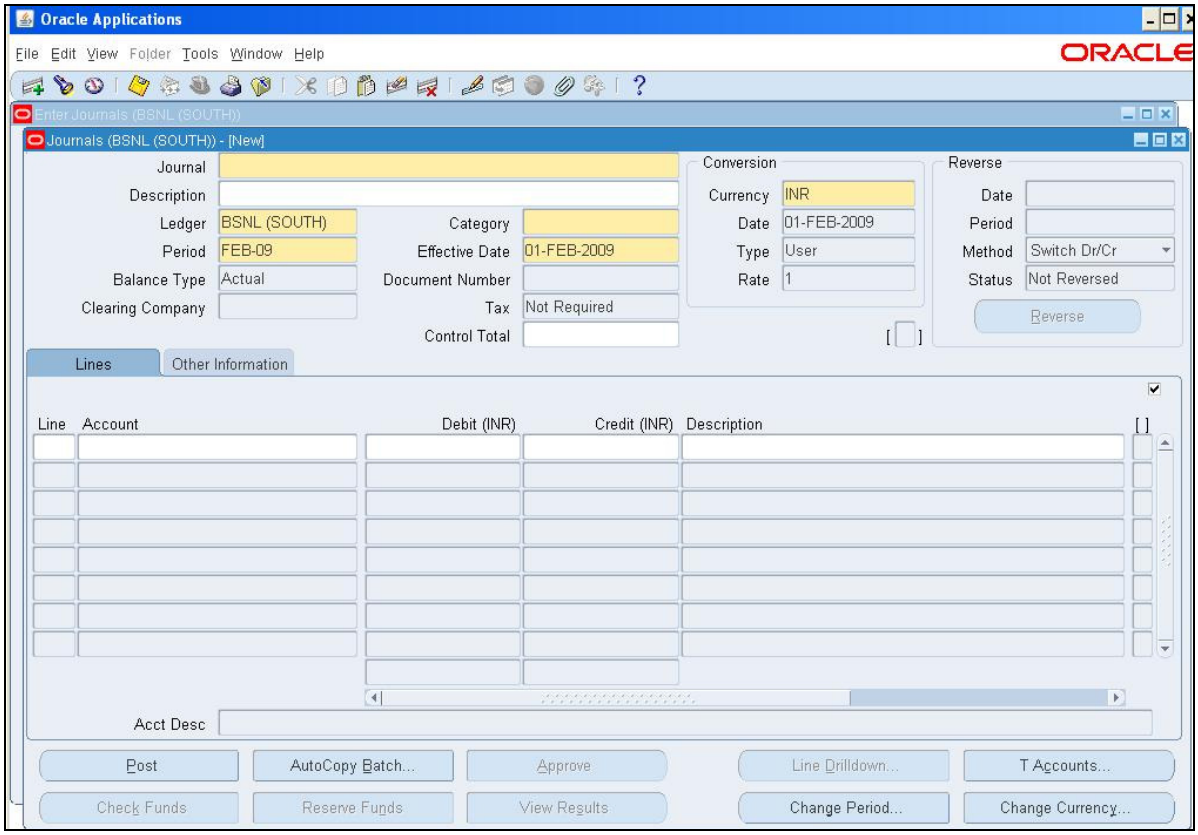


Figure 2: Journal window

Field References

The Field Name and the Description of all the fields that appear in the Journal window is given below:

Table 2: Field References for Journal window

Field Name	Description
Journal Name *	Displays a unique name for every manual entry. If a Journal Name is not provided, a name is automatically assigned on the basis of the format defined for each source. For a manual entry, a journal is automatically assigned when the category is selected. If a batch name is not provided before entering it in the journals, the name of the first journal in the batch is used by default

Field Name	Description
Description	Displays the description of the journal entry
Ledger *	Displays the name of the ledger. By default, the value is BSNS for BSNL South and BSNE for BSNL East
Category *	Displays the purpose of the journal entry. All lines in a journal entry share the same journal category. Select an option from the dropdown list. Whenever the entry is manual, select the values as AD or AI. The other values in the list are applicable for different source systems like Billing, PMS and ES. Do not select ZZZ – ZZZ159 as these values are not applicable to Accounting
Period *	Displays the month and the year of the transaction for which the journal was entered. Select a period from the dropdown list, which is either Open or Future Enterable. • If a period is entered at the batch level, the same period must be used for each journal entry in the batch • If a period is not entered at the batch level, select any Open or Future Enterable period for a journal entry
Effective Date *	Displays the first day of the period selected, by default. It is in the format: DD-MON-YYYY. The date can be changed according to the transaction
Balance Type	This is a non-editable field which displays the type of the entry. The value is Actual, by default
Document Number	Displays a unique document number for every entry. It is auto-populated when a journal or a batch is saved. The document number appears on the basis of sequencing and assignment done for the categories
Clearing Company	This field is not used
Tax	This field is not used
Control Total	Verifies that the total debits and the credits for the journal lines are equal to the amount provided in this field
Conversion	
Currency *	Displays the currency of the journal. By default, the currency is Indian Rupee(INR)
Date	Displays the date of conversion which is same as Effective Date. It is in the format: DD-MON-YYYY
Type	This is a non-editable field which displays User, by default
Rate	This is a non-editable field which displays the value as 1, by default. The Rate cannot be converted from one currency type to another
Reverse Date	Displays the date for which the reversal of the journal has to be passed
Reverse Period	Displays the month and year for which the reversal of the journal has to be passed. Select an option from the dropdown list. It is applicable only when the status of the period is Open
Reversal Method	Displays the method by which the journal can be reversed. By default, it is Switch Dr. /Cr. General Ledger reverses the journal by switching the debit

Field Name	Description
	and credit amounts of the original journal entry. This method is often used while reversing the accruals
Reverse Button	This button is enabled only after a journal is posted. Hence, the journal can be reversed only after it is posted
Lines	
Line *	Displays the line number of a journal. For the first line, a number 1 has to be assigned and thereafter for the other lines, it is auto-populated
Account *	Displays the account in the format: **Zone. Circle. SSA. GL code**. Select an option from the dropdown list.
Debit (INR) *	Displays the debit amount of the journal. It does not accept any special characters like comma (, * and so on). For example, Enter 1000 and not 1,000
Credit (INR) *	Displays the credit amount of the journal. It does not accept special characters like comma (, * and so on). For example, Enter 1000 and not 1,000
Description	Displays the description of a line of a journal for future reference
Acct Desc	The description of Account line reflects in this field. For example, S.AP.HYD.1110101, the Acct Desc is South,Andhra Pradesh,Hyderabad,Sundry Debtors
Other Information Tab (Optional)	
Source*	This is an auto-populated field which displays the source field indicating the origination of the journal entry. When any manual entry is passed, it has the value as Manual. Otherwise, it can be Billing, PMS or ES from where the data has originated
Reference	Displays the reference description which is used to identify the journal entry in the General Ledger and the journal entry reports
Reference Date	Displays a date to which a journal can be referred. It is in the format: DD-MON-YYYY. It complies with any other date information that is stored at the journal header level
Post Button	Click this button to post the unposted journal. This button is visible only when the posting access is provided
Autocopy Batch Button	Click this button to copy the journal in the same or a different period
Approve Button	This button is not used
Line Drilldown Button	This button is not used
T Accounts… Button	Click the button to view the journal in T format or Activity Summary
Check Funds Button Reserve Funds Button View Results Button	All these buttons are not used

Field Name	Description
Change Period Button	Click this button to change the period of an unposted journal. The status of the period to which it can be changed should be Open
Change Currency Button	Click this button to the change the currency of the journal. The currency is always INR

3.1.1 Entering the Journal

Prerequisites to proceed:

- Status of the Period should be Open or Future Enterable
- Document sequencing and assigning should be completed for the categories

Users:

- HYD GL (Based on SSA name, that is SSA level user)
- HYD GL Post (Based on SSA name, that is SSA level user)
- South DC Level 1 (Based on zonal data centre user)
- South DC Level 2 (Based on zonal data centre user)
- BSNL South Admin

To enter a journal/batch:

1. Click **Journals ➔ Enter.** The Find Journals window appears.

The screenshot for Find Journals window is given below:

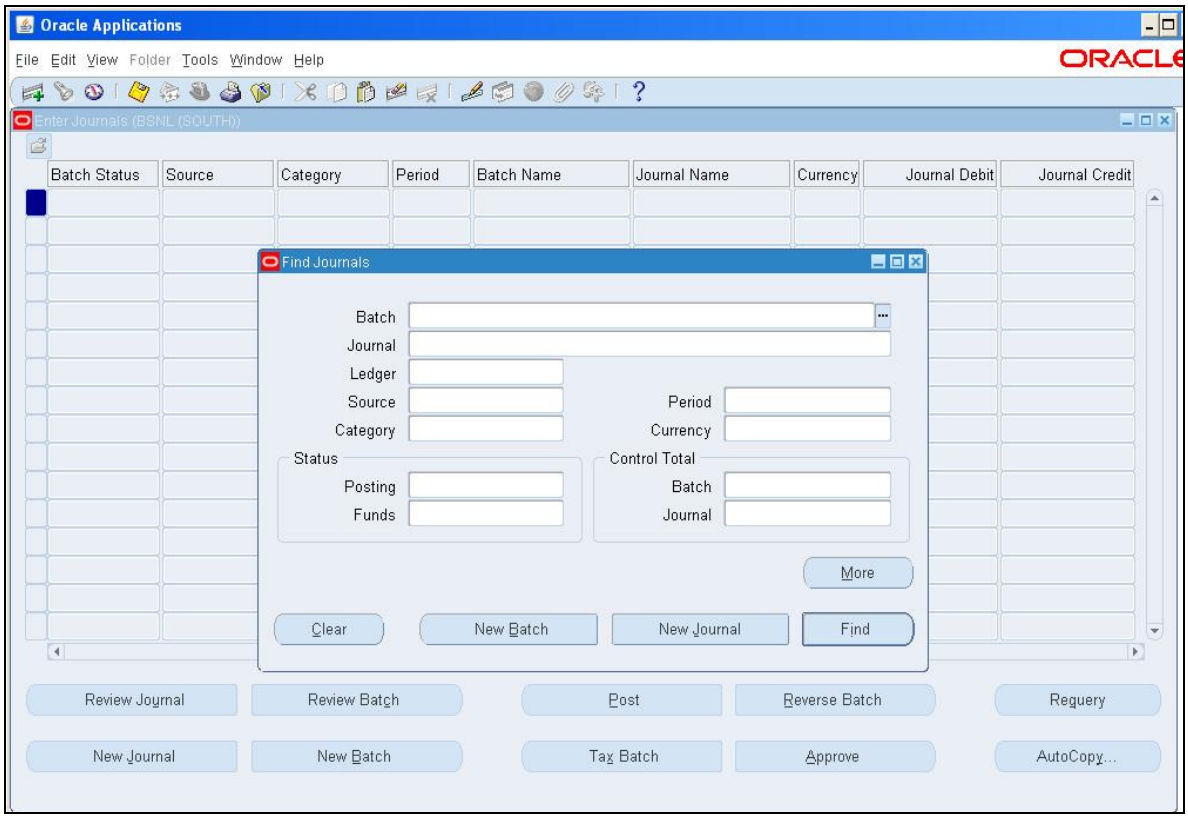


Figure 3: Find Journals window

2. Enter any or all values for which the journals have to be entered.

Note:

i. To enter a journal without entering the batch information, click New Journal from the Find Journals window and proceed to Step 3.

ii. To enter journals for a new batch, click New Batch from the Find Journals window and type the batch information.

iii. To add journals to an existing batch, query the batch from the Find Journals window and click Review Batch in the Enter Journals window.

The screenshot for the Batch window is given below :

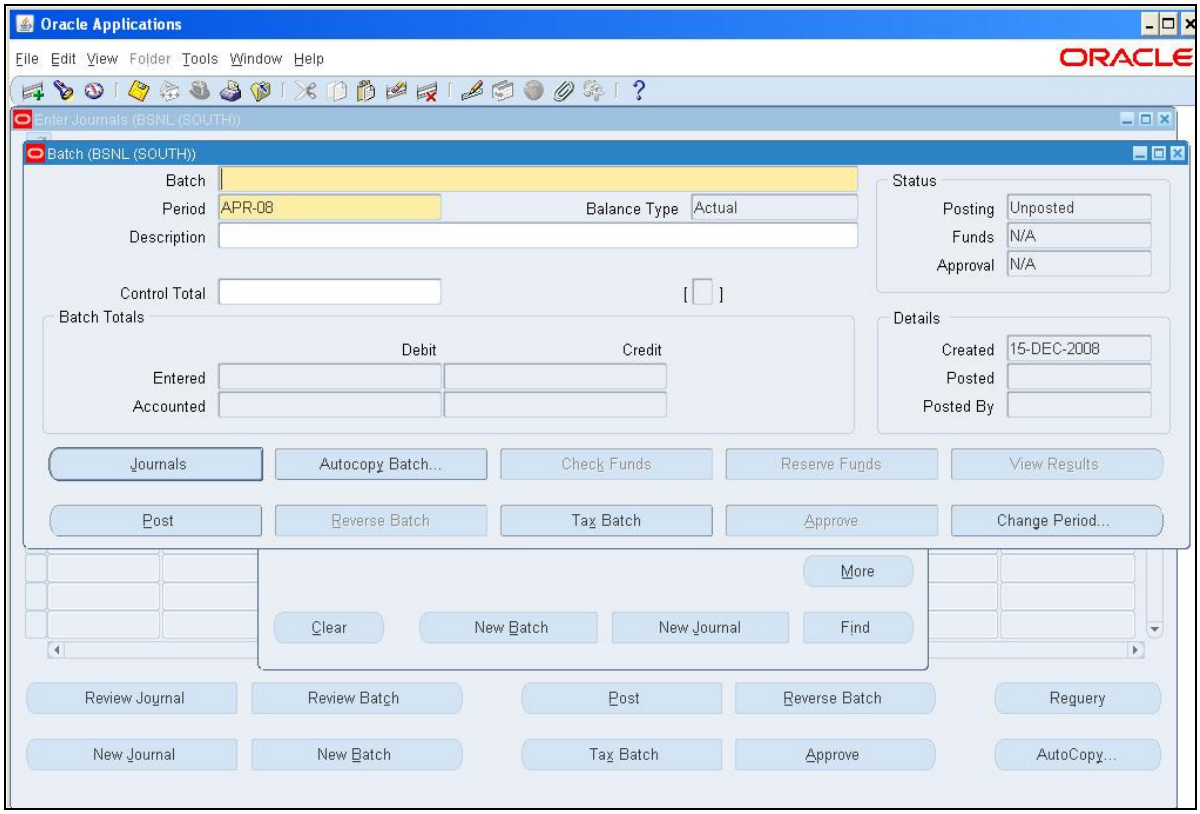


Figure 4: Batch window

3. Click **Journals**. The Journals window appears.
4. Enter a unique Journal Name and the Description for the journal entry.

Note:

i. The Description field is optional.

ii. The ledger name is **BSNS** for BSNL South and **BSNE** for BSNL East by default.

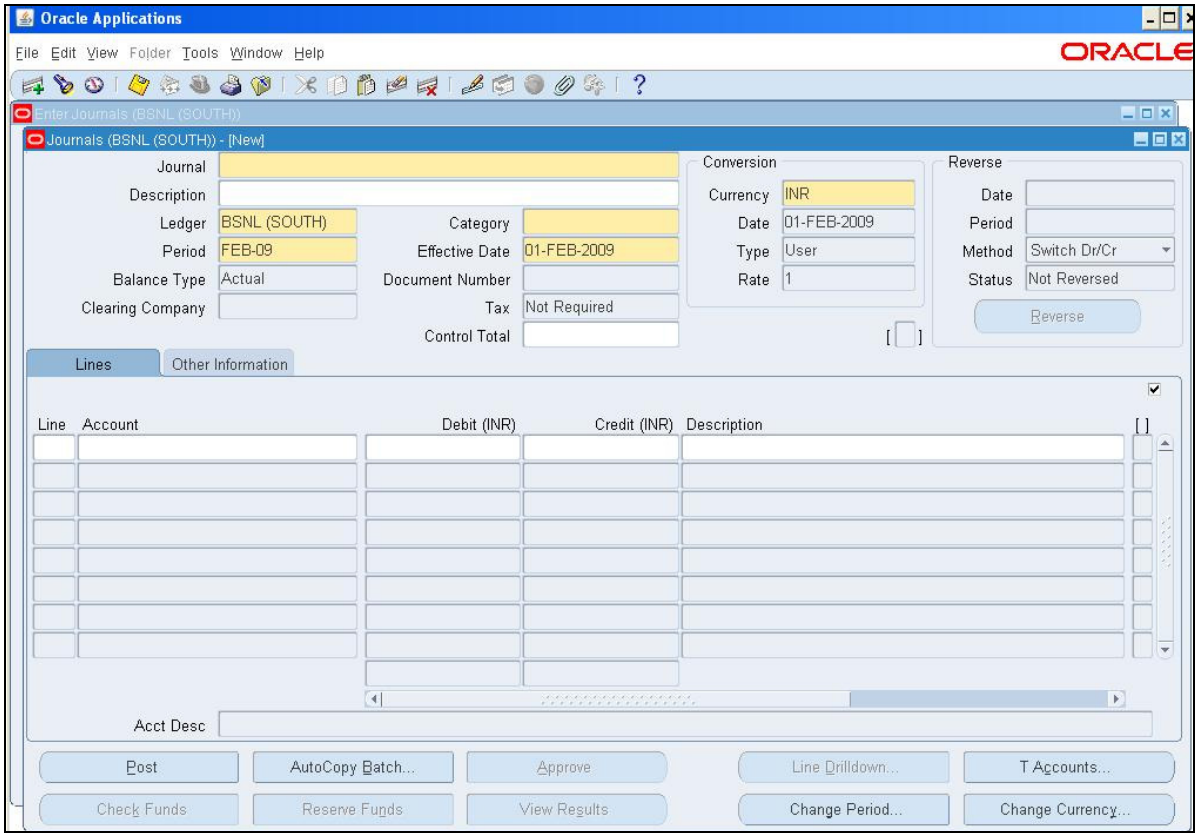


Figure 5: Journals window

5. Select a Category from the dropdown list.
6. Enter the Period for the journal entry from the dropdown list. For example, if the Period is FEB-09, then the Effective Date is automatically set to 01-FEB-2009. The value for the Effective Date can remain the same or can be changed.

   Note:

   i. A journal can be entered in an Open period or Future Enterable period. Journals can be posted only in Open periods.

   ii. By default, the value for Balance Type field is Actual. A Document Number is auto-populated when the record is saved.

   iii. The journal Category or Document Number cannot be changed after the journal entry is saved.
7. Enter an amount for the Control Total to verify the total debits for the journal lines against the journal control total.
8. Click Lines tab and enter the journal lines with Debit and Credit amounts.
9. Click the Other Information tab to enter the reference information about the journal entry.

   Note: The above step is optional.
10. Click **Ctrl + S**. The Journal is saved.

3.1.2 Reversing a Journal or Batch

Reversing the journal entries is used to reverse the following type of transactions : Accrued Income, Advance Income, Errors or Temporary Adjustments. The reversal of the Accrued Income and Advance Income is done on the first day of April every financial year.

Prerequisites to proceed:

- Status of the Period should be Open
- Journal/batch should have Status as Posted

Users:

- HYD GL Post (Based on SSA name, that is SSA level user)
- South DC Level 2 (Based on Zonal Data Centre user)
- BSNL South Admin (Based on Zonal)

To reverse a journal or batch:

1. Click **Journals ➔ Enter**. The Find Journal window appears.
2. Query the batch and journal within the batch for which a reversal period has to be assigned.
3. Click **Find**. The Enter Journal window appears.
   Note: Click Reverse Batch in the Enter Journals window for reversing a batch.
4. Click **Review Journal**. The Journals window appears.
5. Select the period from the dropdown list and the Reversal method as Switch Dr./Cr. in the Reverse section.
   Note: Once these values are entered, the journal entry is marked for reversal.
6. Click **Reverse**. The Journal is reversed.

The screenshot for Reverse Batch is given below:

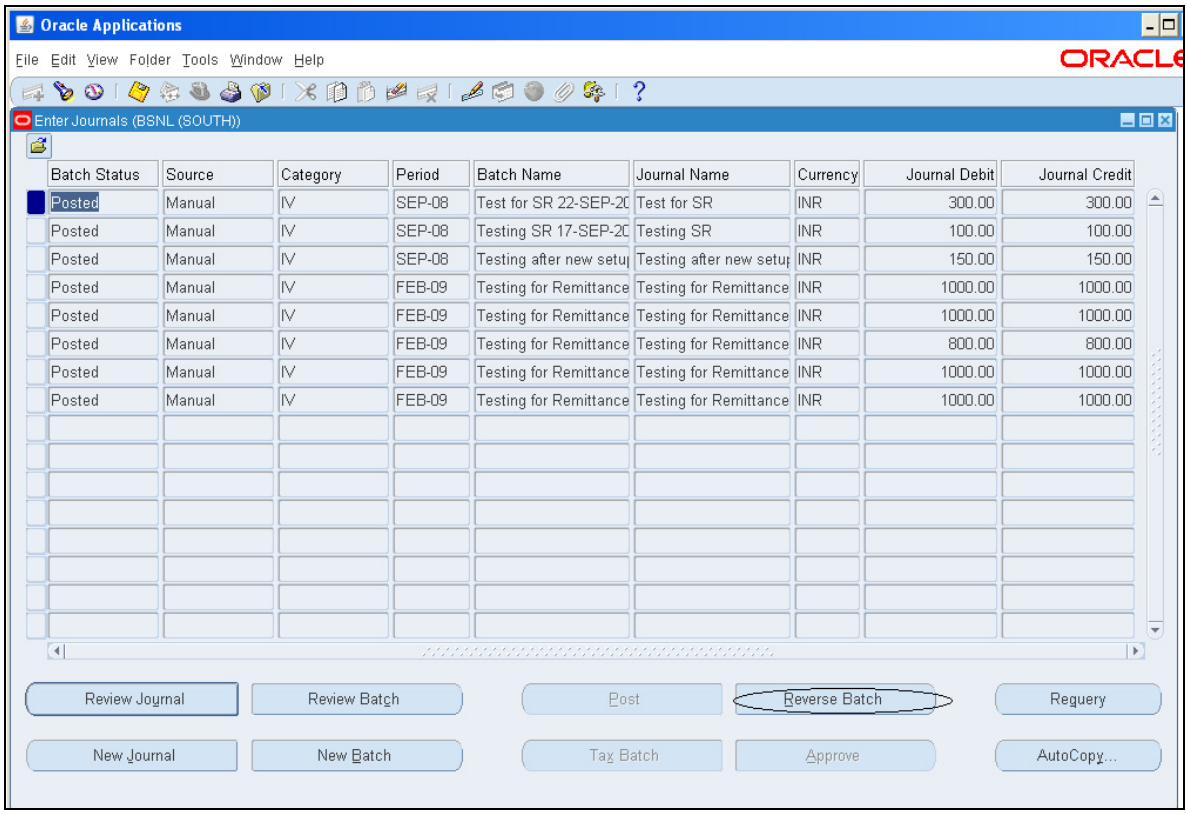

Oracle Applications
File Edit View Folder Tools Window Help
ORACLE
Enter Journals (BSNL (SOUTH))
Batch Status | Source | Category | Period | Batch Name | Journal Name | Currency | Journal Debit | Journal Credit
Posted | Manual | IV | SEP-08 | Test for SR 22-SEP-2(| Test for SR | INR | 300.00 | 300.00
Posted | Manual | IV | SEP-08 | Testing SR 17-SEP-2(| Testing SR | INR | 100.00 | 100.00
Posted | Manual | IV | SEP-08 | Testing after new setu | Testing after new setu | INR | 150.00 | 150.00
Posted | Manual | IV | FEB-09 | Testing for Remittance | Testing for Remittance | INR | 1000.00 | 1000.00
Posted | Manual | IV | FEB-09 | Testing for Remittance | Testing for Remittance | INR | 1000.00 | 1000.00
Posted | Manual | IV | FEB-09 | Testing for Remittance | Testing for Remittance | INR | 800.00 | 800.00
Posted | Manual | IV | FEB-09 | Testing for Remittance | Testing for Remittance | INR | 1000.00 | 1000.00
Posted | Manual | IV | FEB-09 | Testing for Remittance | Testing for Remittance | INR | 1000.00 | 1000.00
Review Journal
Review Batch
Post
Reverse Batch
Requery
New Journal
New Batch
Tax Batch
Approve
AutoCopy...

Figure 6: Reverse Batch

4 Post a Journal/Batch

The journal entries appear on the Journal window based on the parameters provided either in the Journal or Post window. The entries coming from different source systems like Billing, PMS and ES, are posted automatically. The other entries which are manually entered in the Journal window (Advance Income, Accrued Income, Gain or loss of foreign exchange transactions, Reversal entries and so on), at that instance has to be posted manually. Posting of the accounting transactions affects the Trial Balance (that is, the amounts which are posted are reflected in Trial Balance).

In General Ledger, a journal or a batch can be posted through the following:

- Journal window
- Post window

4.1 Journal window

In the Journal window, individual Journal/Batch is posted.

Tasks that can be performed using this window are:

- Post a Batch
- Post a Journal

The screenshot for the Journal window is given below:

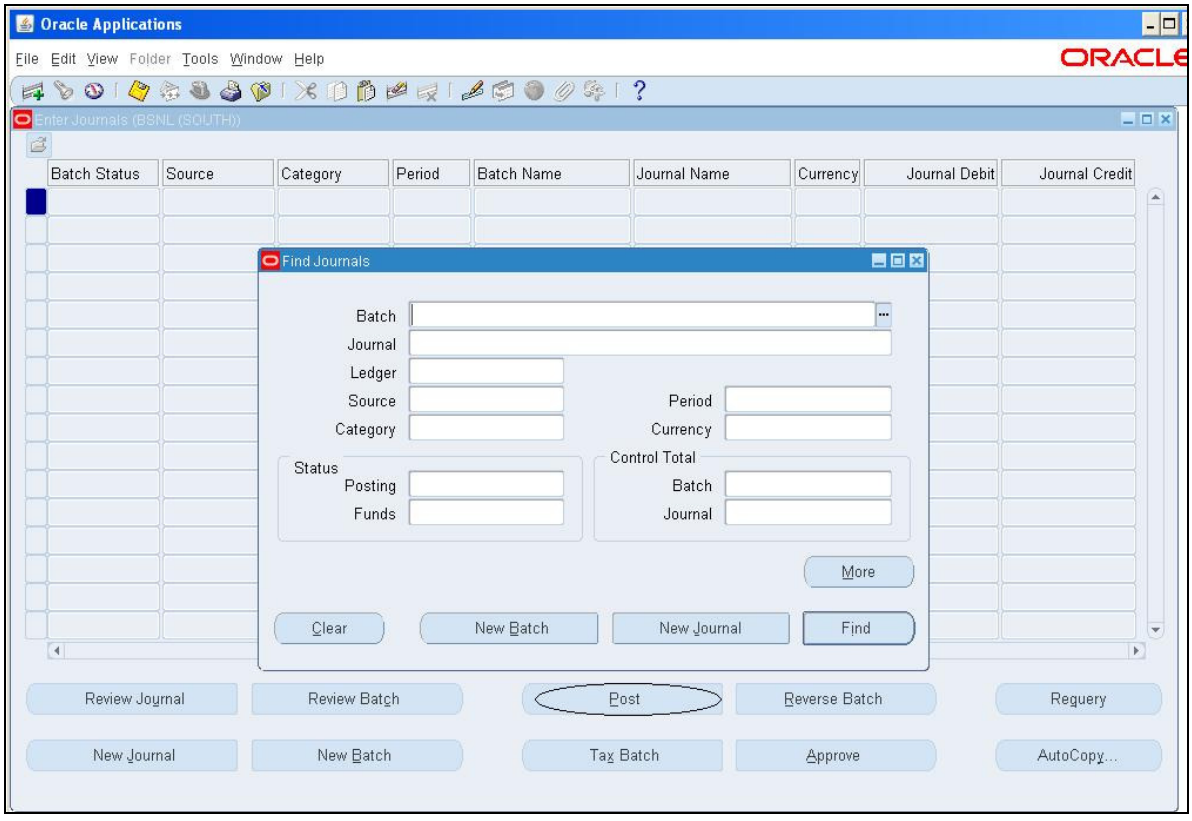


Figure 7: Posting from Journal window

Note: For the Field Name and Description of all the fields that appear in Journal window, see **Table 2: Field References for Journal .**

4.1.1 Posting a Batch

Prerequisites to proceed: Status of the Journals should be Unposted.

Users:

- HYD GL Post (Based on SSA name, that is SSA level user)
- South DC Level 2 (Based on zonal data centre user)

To post a journal / batch from the Journal window:

1. Click **Journals ➔ Enter**. The Find Journals window appears.
2. Query a batch or journal which has to be posted.
3. Enter the value for Posting as Unposted.
4. Click **Find**. The corresponding batch/journals appear on the Enter Journal window.
5. Select a batch which has to be posted.
6. Click **Post**. A note, *Your concurrent request ID is (number)* appears. The status of the batch is updated to Posted.

4.1.2 Posting a Journal

Prerequisites to proceed: Status of the Journals should be Unposted.

Users:

- HYD GL Post (Based on SSA name, that is SSA level user),
- South DC Level 2 (Based on zonal data centre user)

To post a journal / batch from the Journal window:

1. Click **Journals ➔ Enter**. The Find Journals window appears.
2. Query a batch or journal which has to be posted.
3. Enter the value for Posting as Unposted.
4. Click **Find**. The corresponding batch/journals appear on the Enter Journal window.
5. Select a batch which has to be posted.
6. Click **Review Journal**. The Journals window appears.
7. Click **Post**. A note, *your concurrent request ID is (number)*, appears. The journal is posted.

4.2 Post window

In the Post window, multiple batches can be selected for posting at any given time.

Tasks that can be performed using this window are:

- Post a Batch
- View the Request
- Verify the status of the Request
- Cancel the Posting Request
- Review the Batch Posting Status

The screenshot for the Post Window is given below:

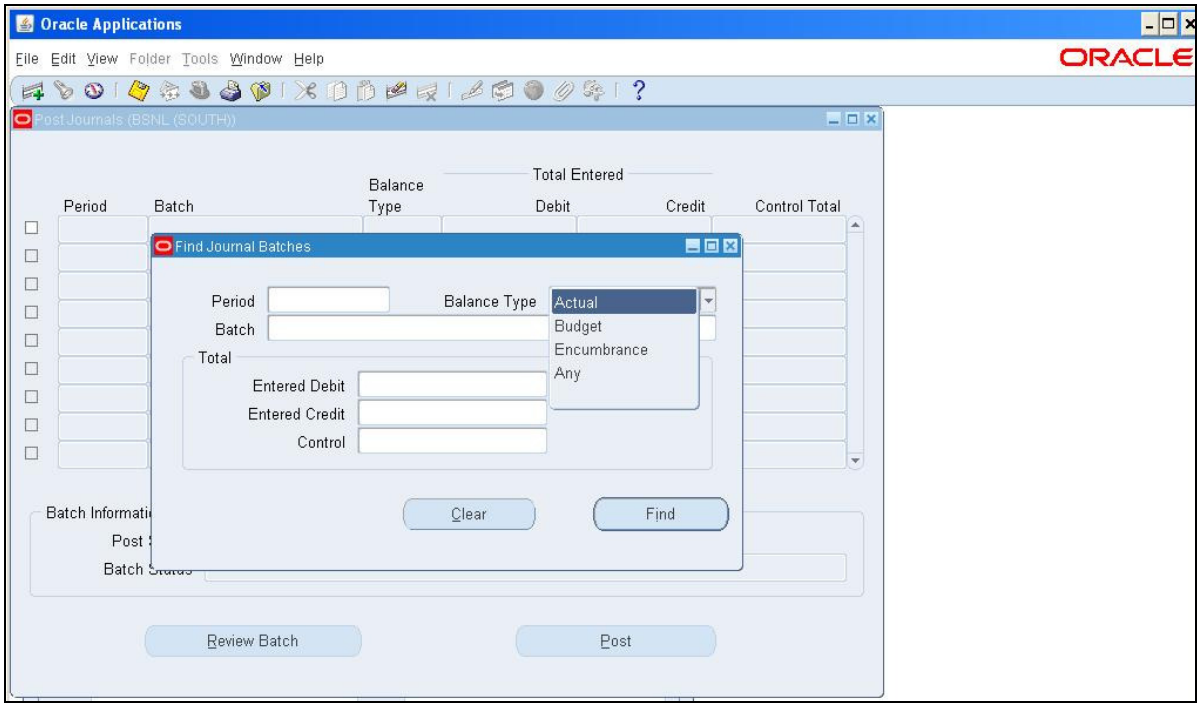


Figure 8: Post Journals window

Field References

The Field Name and the Description of all the fields that appear in the Post window is given below:

Table 3: Field References for Post window

Field Name	Description
Period	Displays the month and the year for the transaction to be posted. Choose the relevant period from the dropdown list
Balance Type	Displays the type of the balance of the journal **Note:** The value for the Balance Type should be always **Actual**
Batch	Displays the name of the batch to be posted. This field is optional
Total	

Field Name	Description
Entered Debit	Displays the debit amount of the batch. This field is optional. It helps in querying a batch easily
Entered Credit	Displays the credit amount of the batch. This field is optional. It helps in querying a batch easily

4.2.1 Posting a batch

Prerequisites to proceed: The status of the Batch should be Unposted

Users:

- HYD GL Post (Based on SSA name, that is SSA level user),
- South DC Level 2 (Based on zonal data centre user)

To post a batch from the Post window:

1. Click **Journals ➔ Post**. The Find Journal Batches window appears.
2. Select Period. Select Balance Type as Actual.
3. Click **Find**. The Post Journals window appears.
4. Select the checkbox next to each batch. The corresponding batch is selected.

   Note: There are two options:

   i. A batch can be reviewed and posted (follow Step 5 to 8) OR

   ii. A batch can be posted directly (follow Step 8)
5. Click **Review Batch**. The Batch window appears. The details of journal batch can be reviewed.
6. Check the Period Status and Post Status to determine if a batch is available for posting.

   Note: The batches can be posted only when the status of the Period is Open.
7. Verify the Control Total for the journal entry batch if it was entered manually in the Journal entry.

   Note: If the Control Total is not equal to the Total Entered Debits and Total Entered Credits, the batch cannot be posted.
8. Click **Post**. A note, *Your Posting concurrent request ID is (number),* appears. The batch is posted.

4.2.2 Reviewing the Batch Posting Status

Users:

- HYD GL Post (Based on SSA name, that is SSA level user),
- South DC Level 2 (Based on zonal data centre user)

To review the batch posting status:

1. Navigate to the Enter Journals window.
2. Query the batch whose status has to be reviewed.
3. Select **Review Batch**.

   General Ledger automatically displays the Posting Status for selected journal batch.

   Note:

i. Batches can remain Unposted for a number of reasons, including control total violations and posting to closed periods. General Ledger may also indicate that the batch is Processing, or has been selected for posting but has not yet run. The batch may not have posted due to an Error, such as an invalid journal entry line.

ii. When posted to an earlier open period, actual balances rotate forward through the latest open period.

iii. If posted a journal entry into a prior year, General Ledger adjusts the retained earnings balance for the effect on revenue and expense accounts.

iv. Run a Trial Balance Report whenever post to a previous fiscal year to ensure that Retained Earnings account is properly reconciled.

4.3 Status of Posting Request

Whenever you click Post, the **Posting: Single Ledger** request process runs at the backend. Once the request is executed, the user can review the report for the errors that occurred during posting. The following tasks are applicable for both the ways of posting (Journal and Post window):

- View the Request
- Verify status of the Request
- Cancel a Posting Request

Note: Viewing the Request and Verifying the Status of the Request can be performed for both Journal Window (Section 3.1) and Post window (Section 3.2).

4.3.1 Viewing the Request

To view the request:

1. Click **Post**. A concurrent request to post the selected journal batches is submitted at the backend.
2. Review the Posting Execution Report (**Posting: Single Ledger**) to determine if there were any errors during posting after the concurrent process is completed.

   Note: If any of the requested batches are not successfully posted, a Warning appears and is highlighted in yellow. If the request is successful, then the Phase becomes *Completed* and the value of the Status becomes *Normal.* .

4.3.2 Verifying the Status of the Request

To verify the status of the Request name: ***Posting: Single Ledger***.

1. Select **View ➔ Requests** on the menu bar. The Find Requests window appears.
2. Click **Find**. The Submit Request window appears. The Status of the request can be viewed.

4.3.3 Cancelling a Posting Request

To cancel a journal batch posting request:

Users:

- HYD GL Post (Based on SSA name, that is SSA level user),
- South DC Level 2 (Based on zonal data centre user)

1. Click **View ➔ Requests** on the menu bar. The Find Request window appears.
2. Verify that the concurrent request for the batch has a Status as *Pending*.
3. Click **Cancel Request**.The batch status resets to *Postable*.

Note: Review the batch posting status to determine whether the selected batch was posted successfully. If a batch is not posted, changes can be made to the batch and its entries. Once a batch is posted, no information can be changed that affects the balances, such as accounts or debit and credit amounts. However, the reversal period for entries in the batch can be reversed.

5 Inquiry

Inquiring is a process of finding the journals which were already created in the General Ledger. The user can only view the journals but cannot modified or posted.

5.1 Inquiry Window

The Inquiry window is used to inquire and review the journals on the basis of the parameters provided.

The tasks that can be performed using this window are:

- Inquiry of Journal Entry

The screenshot for Journal Entry Inquiry window is given below:

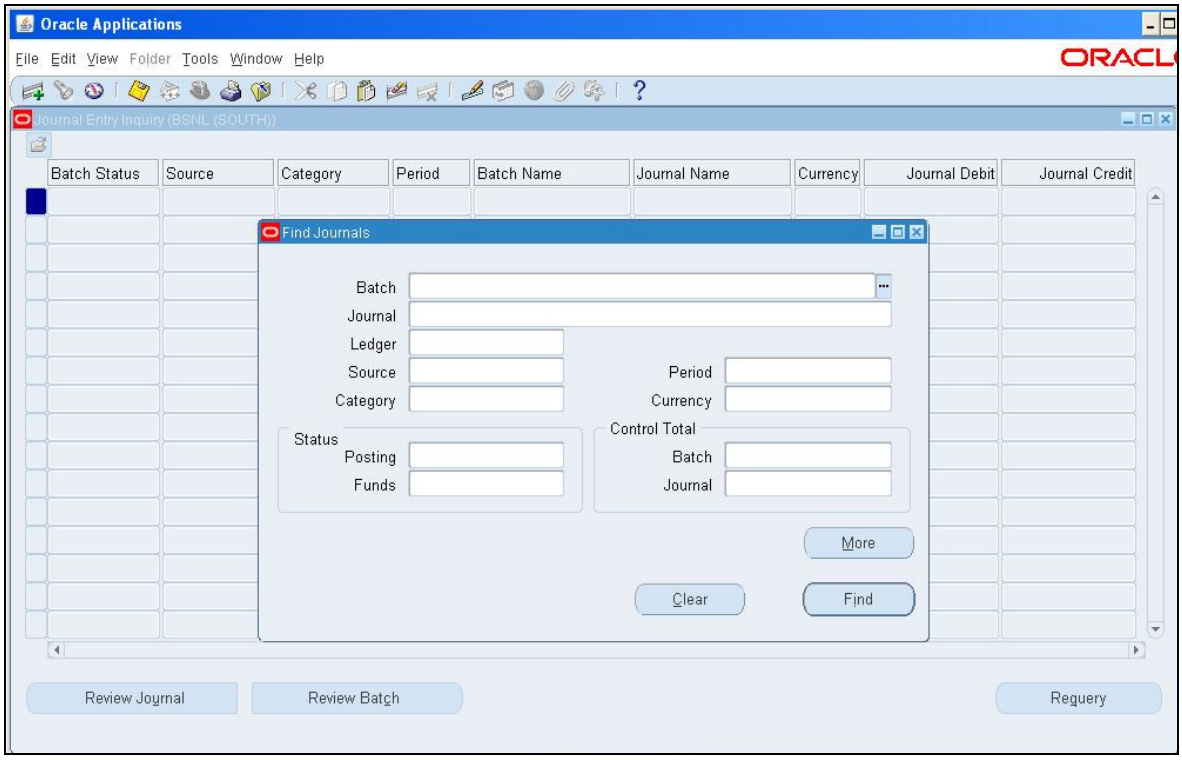


Figure 9: Journal Entry Inquiry window

Field References

Some of the Field References are already explained **Table 2: Field References for Journal window.** The additional references are given below:

Table 4: Field References for Journal Entry Inquiry window

Field name	Description
Review Batch Button	Displays detailed information about the selected journal batch in the Batch window. From the Batch window, select the Journals button to navigate to the Journals window, where the journals associated with the batch can be reviewed
Review Journal Button	Displays detailed information about the selected journal in the Journals window

Field name	Description
Line Drilldown Button	This button is not used
T-Accounts Button	Displays the accounting entries in a graphical T-account format in the T-Accounts window. The T-accounts functionality can also be accessed from the Tools menu in the Journals window by selecting the T-Accounts option

5.1.1 Inquiring the Journal Entry

Prerequisites to proceed: Journals should have been already created.

Users:

- HYD GL (Based on SSA name, that is SSA level user)
- HYD GL Post (Based on SSA name, that is SSA level user)
- South DC Level 1 (Based on zonal data centre user)
- South DC Level 2 (Based on zonal data centre user)
- BSNL South Admin (Based on zonal)
- BSNL South O&M (Based on zonal)

To inquire a journal entry:

1. Navigate to the Journal Entry Inquiry window through **Inquiry ➔ Journal**. The Find Journals window appears.

   Note: When the Journal Entry Inquiry window is first navigated, the Find Journals window appears automatically. After the query is run, the Find Journals window can be reopened by selecting **View ➔ Find** from the menu bar.

2. Enter query parameters to find the batch or journal for review in the Find Journals window.

   Note: Select the **More** button to see additional fields that can use to refine query. To hide these extra fields, select the **Less** button.

3. Click **Find**. The journal batches or journals that meet the query criteria appear in the Journal Entry Inquiry window.
4. Select any of the following:
   - Review Batch – Click this button to view the number of journals formed in a batch
   - Review Journal – Click this button to view the detailed information about the journal entries formed in a batch
   - T Accounts – Click this button to view the accounting entries in a graphical T-account format

6 Reports

The Accounting system provides reports which are generated as per the users requirements. These reports provide the consolidated view on the basis of GL Code, Zone, Circle, SSA. The reports can be generated and viewed using the Submit Request window.

6.1 Submit Request window

The Submit Request window is used to select the report to be generated. In order to generate a report, the parameters should be passed in the relevant fields. The following reports can be generated are:

- Trial Balance
- Account Analysis – (180 Char)

The screenshot of Submit Request window is given below:

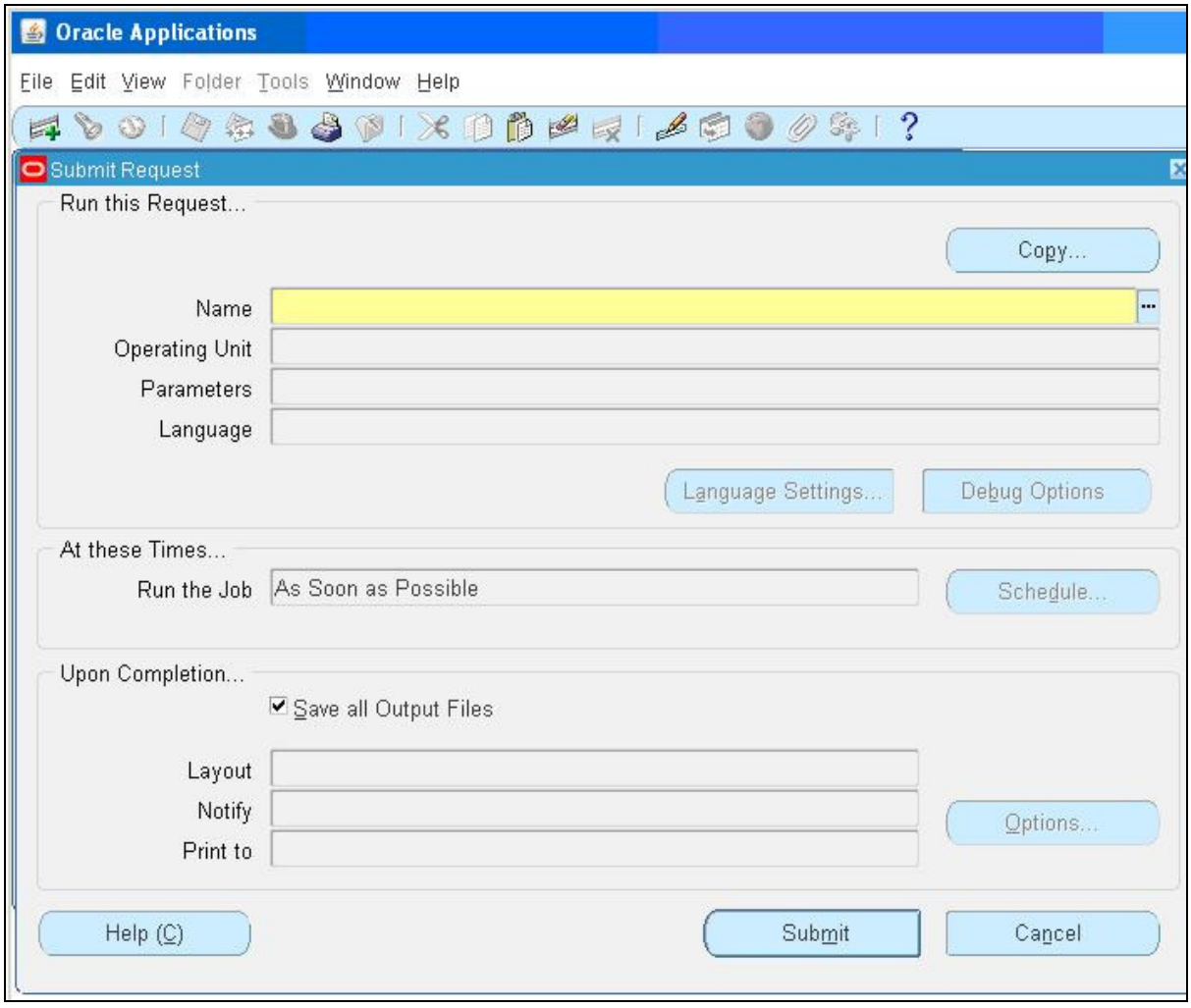


Figure 10 : Submit Request window

Field References

The Field Name and Description of all the fields that appear in Submit Request window are given below:

Table 5 : Field References for Submit Request window

Field Name	Description
Name	Displays the name of the report. Choose the relevant option from the dropdown list: • Trial Balance • Account Analysis – (180 Char)
Operating Unit	This field is Not Applicable
Parameters	If the report selected is **Trial Balance**, enter the values in the following fields as given below: • **Ledger/Ledger Set:** BSNS • **Ledger Currency:** INR • **Currency Type:** Total • **Entered Currency**: N/A • **Pagebreak Segment**: It is a list of values which contains Zone, Circle, SSA • **Pagebreak Segment Low**(means From): It is a list of values which contain the list of Zone, Circle or SSA (based on the value selected under Pagebreak Segment) • **Pagebreak Segment High**(means To): It is a list of values which contain the list of Zone, Circle or SSA (based on the value selected under Pagebreak Segment) • **Period:** The period for which report has to be generated • **Amount Type:** ▪ PTD (means Period To Date) - It means the report is generated for a particular period as selected under Period field ▪ YTD (means Year To Date) - It means the report is generated from **Apr** month of that year till the period selected under Period field If the report selected is **Account Analysis – (180 Char)**, enter the values in the following fields as given below: • **Ledger/Ledger Set**: BSNS • **Ledger Currency:** INR • **Currency Type:** Total • **Entered Currency**: N/A • **Type:** Select either ▪ Entry Item ▪ Line Item ▪ Source Item • **Balance Type:** A (Actual) • **Budget or Encumbrance :** N/A • **Starting Period:** Select the period from the list of values. It means

Field Name	Description
	from period • **Ending Period:** Select the period from the list of values. It means to period • **Flexfield From/Flexfield To**: Select Zone.Circle.SSA.GL Code from the list of values • **Order By**: Select from the list of values either: ▪ Account Segment ▪ Balancing Segment ▪ Source

6.1.1 Submitting the Request to generate Reports

Prerequisites to proceed:

- User should login to Oracle Applications
- User should have access to the Segment Values window (access depends on the role)
- Journals should be posted in order to be reflected in both the reports

Users:

- HYD GL (Based on SSA name, that is SSA level user)
- HYD GL Post (Based on SSA name, that is SSA level user)
- South DC Level 1 (Based on Zonal Data Centre user)
- South DC Level 2 (Based on Zonal Data Centre user)
- BSNL South Admin (Based on zonal)
- BSNL South O&M (Based on zonal)

To submit the request to generate the Reports:

1. Click **Reports ➔ Request**. Submit a New Request window appears.
2. Select Single Request.
3. Click **OK**. The Submit Request window appears.
4. Select the Request **Name**.
5. Click **Parameters** field. The Parameters window appears.
6. Select the **Parameters** for the relevant Reports.
7. Click **OK**. The Parameters window closes.
8. Click **Submit**. A note appears with the Request ID. The Request to generate the reports is submitted.

6.2 Status of the Request

Once the Request is submitted, the process starts at the backend. The status can be viewed or checked in Submit Request window.

6.2.1 Verifying the status of the Request

To verify the status of the Request:

1. Select **View ➔ Requests** on the menu bar. The Find Requests window appears.
2. Click **Find**. The Submit Request window appears. The Status of the request can be viewed.
3. Click **View Output**. The report can be viewed in .txt format.

6.2.2 Cancelling a Request

To cancel a journal batch posting request:

1. Click **View ➔ Requests** on the menu bar. The Find Request window appears.
2. Verify that the concurrent request for the batch has a Status as *Pending*.
3. Click **Cancel Request**. The Request is cancelled.

7 Values

When the values for the segments are defined, it is referred as Chart of Accounts and is in the format of **Zone.Circle.SSA GL Code**. The values of Chart of Accounts helps in recording and reporting the accounting information. The values for the segments can be entered using the Segment Values window.

7.1 Segment Values window

This window deals with adding new segment values for Circle, SSA and GL code.

The screenshot for Segment Values window is given below:

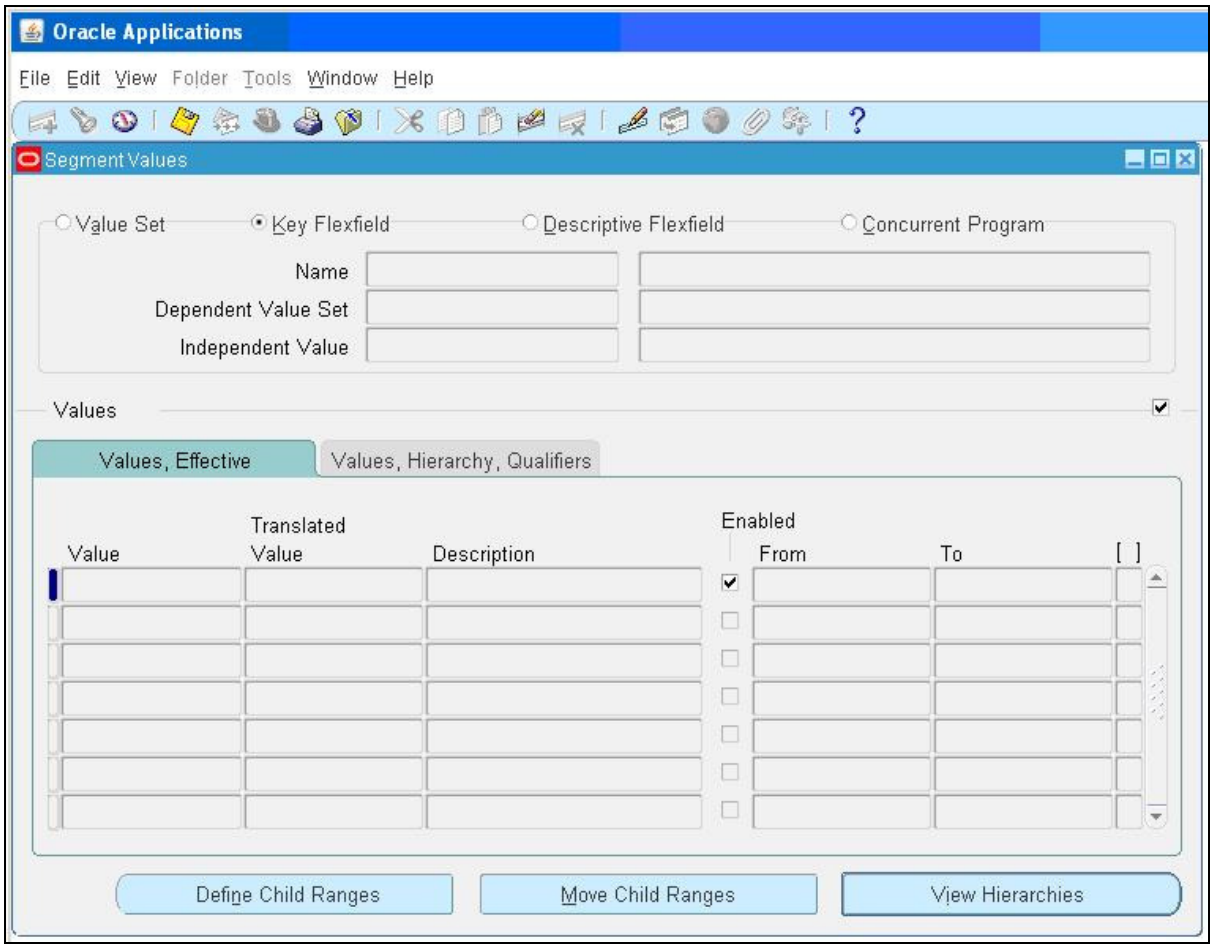


Figure 11 : Segment Values

Field References

The Field Name and Description of all the fields that appear in Segment Values window are given below:

Table 6 : Field References for Segment Values window

Field Name	Description
Values, Effective tab	
Value	Enter value for Circle, SSA and GL Code. • Circle – It is two character values, in alpha. For example, AP for ANDHRA PRADESH • SSA – It is three character values, in alpha. For example, HYD for HYDERABAD • GL Code – It contains 7 digits. For example, 1110101 for Sundry Debtors – Telephone
Translated Value	Displays the characters of the Value field, by default
Description	Enter the description of the value. It is reflected automatically on different windows. For example, Enter Journals window, Reports and so on
Enabled	Check the Enabled checkbox to make the value effective
From	To have the value effective for a limited time, enter a start date and/or end date for it. The value is valid for time including the From and To dates. **Note:** The values from this window cannot be deleted because they are referred in the system. But it can be disabled at any time.
To	
[]	This field is Not Applicable
Values ,Hierarchy, Qualifiers tab	
Value	Enter value for Circle, SSA and GL Code. • Circle – It is two character values, in alpha. For example, AP for ANDHRA PRADESH • SSA – It is three character values, in alpha. For example, HYD for HYDERABAD • GL Code – It contains 7 digits. For example, 1110101 for Sundry Debtors – Telephone
Translated Value	Displays the characters of the Value field, by default
Description	Enter the description of the value. It is reflected automatically on different windows. For example, Enter Journals window, Reports and so on
Parent	These fields are Not Applicable
Group	
Level	
Qualifiers	For **Circle** and **SSA**, enter the following Qualifiers: • Allow Budgeting : No • Allow Posting : Yes For **GL Code** , enter the following Qualifiers: • Allow Budgeting : No • Allow Posting : Yes • Account Type: Asset or Expense or Liability or Ownership/Stockholders or Revenue

Field Name	Description
	• Third Party Control Account: No • Reconcile: Yes
[]	This field is Not Applicable

7.1.1 Adding values to existing Segment Values

Prerequisites to proceed:

- User should login to Oracle Applications
- User should have access to the Segment Values window (access depends on the role)

User1: BSNL South O&M

To add new segment values the Segment Values:

1. Click **Values**. The Find Key Flexfield Segment window appears.
2. Enter the values in the following fields:

   Application: General Ledger
   Title: Accounting Flexfield
   Structure: BSNL_ACCOUNTING_FLEXFIELD
   Segment: Select from the list of values **(Zone, Circle, SSA or GL code)**

3. Keep the cursor on Value field.
4. Click located in menu bar. A new record appears and is highlighted in yellow.
5. Enter the **Value** which has to be added. The Translated Value appears automatically.
6. Enter **Description** of the value. **Enable** √ appears.
7. Enter **From** date. If the value has to be end dated, then provide **To** date.
8. Click **Values, Hierarchy, Qualifiers** tab. The Value, Translated Value and Description appear automatically.

   Note: DO NOT enter Parent, Group, and Level fields.
9. Enter the **Qualifiers.**
10. Click **Ctrl+S**. The segment value is saved.
11. Click **X** located at the top right corner of the window. A note *Submitted request(s) to compile 1 value set hierarchies*, appears.
12. Click **OK**. The Segment Values window closes.

8 Calendar

Calendar in Accounting relates to the current fiscal year. The date which is represented in the Journal comes from this Calendar.

BSNL follows the fiscal calendar year and three adjusting periods, that is April to March as fiscal year and April to June of next year as adjusting periods.

Tasks that can be performed using this window are:

- Adding periods to the calendar

Some of the important rules to be followed while adding the periods to an existing calendar:

- Accounting periods cannot overlap, except for adjusting periods. If any of the non-adjusting accounting periods overlap, General Ledger reports an error
- Adjusting periods must overlap with the non-adjusting periods
- Periods of the same period type must be consecutively numbered in ascending order without gaps, that is from 1 to 15
- All periods must have period numbers assigned between 1 and 15 for that period type
- All periods must have quarter numbers assigned between 1 and 4 for that period type
- All non-adjusting periods contain the dates that span the entire fiscal year

  Note: This includes the 29th day in February for leap years.
- Period ordering must be based on the period starting dates
- The starting fiscal year must start no earlier than one year before the calendar year and end no later than one year after the calendar year
- Periods are defined for the full year
- Reports cannot be generated for a year that has no periods defined

8.1 Accounting Calendar window

This window is used to add the periods to an existing calendar.

The screenshot for Accounting Calendar window is given below:

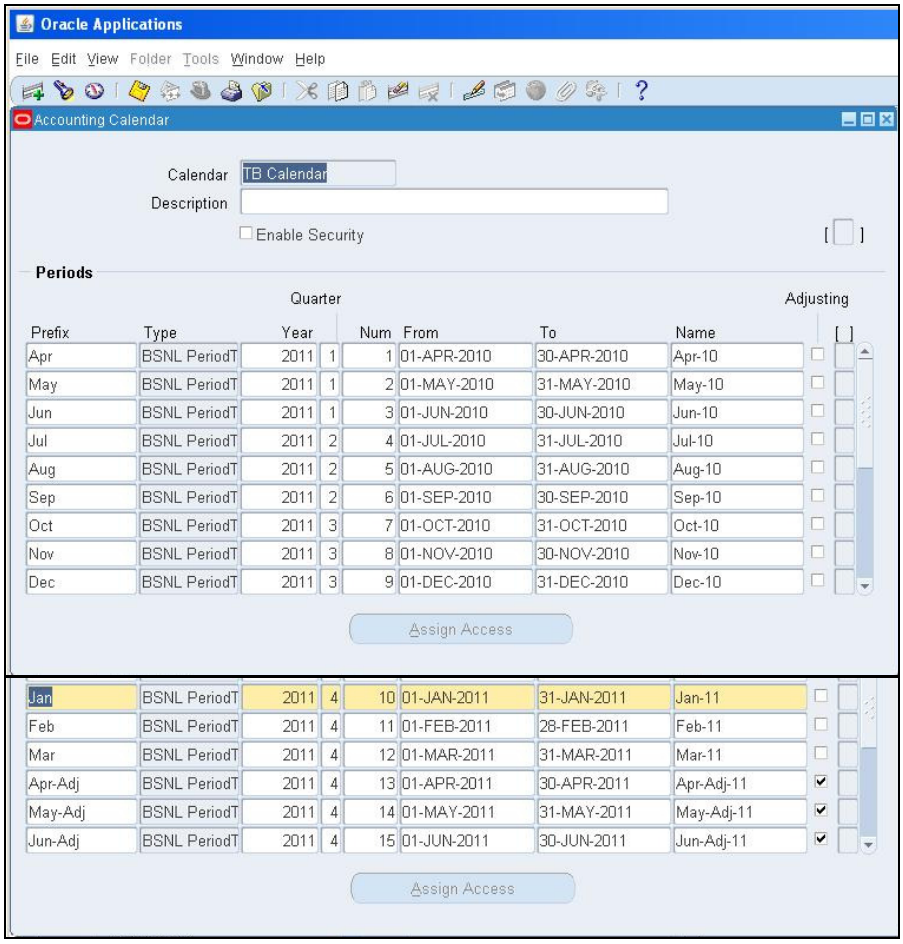

Oracle Applications
File Edit View Folder Tools Window Help
Accounting Calendar
Calendar TB Calendar
Description
Enable Security
Periods
Quarter
Adjusting
Prefix Type Year Num From To Name
Apr BSNL PeriodT 2011 1 1 01-APR-2010 30-APR-2010 Apr-10
May BSNL PeriodT 2011 1 2 01-MAY-2010 31-MAY-2010 May-10
Jun BSNL PeriodT 2011 1 3 01-JUN-2010 30-JUN-2010 Jun-10
Jul BSNL PeriodT 2011 2 4 01-JUL-2010 31-JUL-2010 Jul-10
Aug BSNL PeriodT 2011 2 5 01-AUG-2010 31-AUG-2010 Aug-10
Sep BSNL PeriodT 2011 2 6 01-SEP-2010 30-SEP-2010 Sep-10
Oct BSNL PeriodT 2011 3 7 01-OCT-2010 31-OCT-2010 Oct-10
Nov BSNL PeriodT 2011 3 8 01-NOV-2010 30-NOV-2010 Nov-10
Dec BSNL PeriodT 2011 3 9 01-DEC-2010 31-DEC-2010 Dec-10
Assign Access
Jan BSNL PeriodT 2011 4 10 01-JAN-2011 31-JAN-2011 Jan-11
Feb BSNL PeriodT 2011 4 11 01-FEB-2011 28-FEB-2011 Feb-11
Mar BSNL PeriodT 2011 4 12 01-MAR-2011 31-MAR-2011 Mar-11
Apr-Adj BSNL PeriodT 2011 4 13 01-APR-2011 30-APR-2011 Apr-Adj-11
May-Adj BSNL PeriodT 2011 4 14 01-MAY-2011 31-MAY-2011 May-Adj-11
Jun-Adj BSNL PeriodT 2011 4 15 01-JUN-2011 30-JUN-2011 Jun-Adj-11
Assign Access

Figure 12: Accounting Calendar window

Field References

The Field Name and Description of all the fields that appear in Accounting Calendar window are given below:

Table 7: Field References for Accounting Calendar window

Field Name	Description
Calendar	Name of the Calendar is already defined during configuration. Changes cannot not be made to this field
Description	Description to the calendar is defined. Changes should not be made to this field
Enable Security	Do not enable this field. The access will be restricted to the user according to their roles
Prefix	It is a prefix for a period for each accounting period. General Ledger combines this prefix with the year to create the period name. For example, Jan, Feb, Mar, and so on
Type	It is a Period Type. It is always **BSNL Type**
Year	It is the year of the accounting period when the fiscal year ends. For example, if fiscal year begins in 2010 and ends in 2011, enter 2011 for all periods in the fiscal year
Quarter	A number to specify which Quarter of the fiscal year the accounting period is in. General Ledger uses this number to determine how the accounting

Field Name	Description
	periods rotate up for quarter-to-date balances. It has to be defined between 1 to 4. For the adjusting periods, it is always 4
Num	The Number of the period within the fiscal year. The number of the accounting periods are sequential, based on the period starting dates specified in the From/To range
From To	Select this value from the calendar.The range of dates (From and To) represents when the accounting period begins and ends. The from date and to date for the adjusting period are: **Apr-Adj** - 29-MAR-YYYY, **May- Adj** – 30-MAR-YYYY, **Jun-Adj** – 31-MAR-YYYY
Name	General Ledger automatically creates and displays a period Name for each accounting period.The name consists of period prefix and the last two digits of fiscal year. General Ledger displays the period name whenever an accounting period is chosen. For example, Apr of financial year 2009 appears as Apr-09 in Name field, and then manually it has to be changed to Apr-08
Adjusting	It is a checkbox. If an accounting period is chosen as an Adjusting period, it must overlap with the dates of other accounting periods. For BSNL, adjusting period is from April to June of next financial year. Both adjusting and non-adjusting periods have the same period type associated with the ledger

8.1.1 Adding Periods to the existing Calendar

Prerequisites to proceed:

- User should login to Oracle Applications
- User should have access to the Calendar window (access depends on the role)

Users:

- South DC Level 2 (Based on zonal data centre user)
- BSNL South Admin (Based on zonal)

To add periods to existing calendar:

1. Click **Calendar ➔ Accounting**. The Accounting Calendar window appears.
2. Query the name of the calendar – **BSNL CALENDAR**.
3. Click located in menu bar. A new record appears and is highlighted in yellow.
4. Enter a period **Prefix** for each accounting period.
5. Enter the period as **Type** – **BSNL Type**.
6. Enter the **Year** of the accounting period. The Name appears automatically, once the Year is entered.
7. Enter a number to specify which **Quarter** of the fiscal year,the accounting period is in.
8. Enter the **Num** of the period within the fiscal year.
9. Enter the range of dates (**From** and **To**) when the accounting period begins and ends.
10. Select the checkbox if the period is **Adjusting**.
11. Click **Ctrl+S**. The calendar is saved.
12. Click **X** to close the Accounting Calendar window. Full calendar validation request is launched as a backend process.

Note: To validate the current calendar, navigate to **View→Requests** on the menu bar to view or print the Calendar Validation Report. This report helps to identify any errors in calendar that might interfere with the proper operation of General Ledger.

9 Document Sequencing And Assigning

The Document sequencing and assigning is used to create the document number for each journal automatically.

It can be divided into two parts:

- Define Document Sequences
- Assign Document Sequences

9.1 Define Document Sequences

Every journal is associated with a document number. Whenever a journal is saved, a document number is assigned to it.

Tasks that can be performed using this window are:

- Defining the document sequences

The screenshot for Document Sequences window is given below:

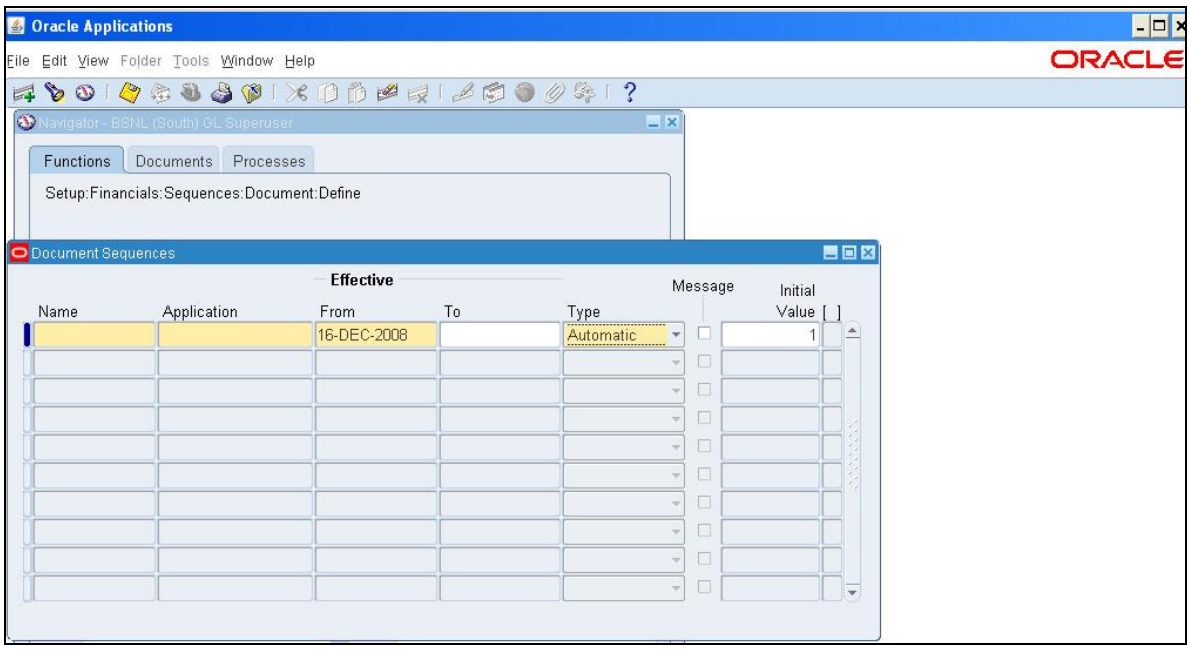


Figure 13: Document Sequences window

Field References

The Field Name and Description of all the fields that appear in Document Sequences window is given below:

Table 8: Field References for Document Sequences window

Field Name	Description
Name	Enter the name of the Document Sequence. Once saved, sequence names cannot be changed
Application	It always has the value as **General Ledger**. Select from the List of values. Once saved, the application associated with the sequence cannot be

	changed
Effective From	The date is in DD-MON-YYYY format. Enter the dates on which the document sequence takes effect/is no longer enabled. • From field automatically defaults to the current date, and once a sequence is defined, the start date cannot be changed • If the To field is left blank, the document sequence does not expire; and if enter an end date and define the sequence, the end date cannot be modified below • If there is no end date defined and there are no active assignments for a sequence, it can be disabled the sequence by entering the current date as the end date Once disabled, a sequence cannot be reactivated
Effective To	
Type	The value is always **Automatic**. Once defined, it cannot change the type of document numbering sequence
Message	It is a checkbox. It is always √. Once a sequence is saved, the message choice cannot be changed
Initial Value	Enter a value for the first document in the sequence. Sequence numbers cannot be greater than eight (8) digits. If this field is left blank, the first document is automatically assigned a value of "1".Once a sequence is saved, this initial value cannot be changed

9.1.1 Defining the Document Sequences

Prerequisites to proceed:

- User should login to Oracle Applications
- User should have access to the Calendar window (access depends on the role)

Users

- South DC Level 2 (Based on zonal data centre user)
- BSNL South O&M (Based on zonal)

To define document sequences:

1. Click **Sequences ➔ Document ➔ Define**. The Document Sequences window appears.
2. Enter **Name**.
3. Select the value of Application field as **General Ledger**.
4. Enter **From** and **To** Date.
5. Select **Type** as **Automatic**.
6. Enable the **Message** checkbox.
7. Enter the **Initial Value**.
8. Click **Ctrl + S**. The document sequences are defined and saved.

9.2 Assign Document Sequences

Every journal is associated with a document number. Whenever a journal is saved, a document number is assigned to it. The sequences are attached with the category which in turn is linked with the journal. The sequence should first be defined and then assigned to that particular category.

Tasks that can be performed using this window are:

- Assigning the Document Sequences
- Defining the Category

The screenshot for Sequence Assignments window is given below:

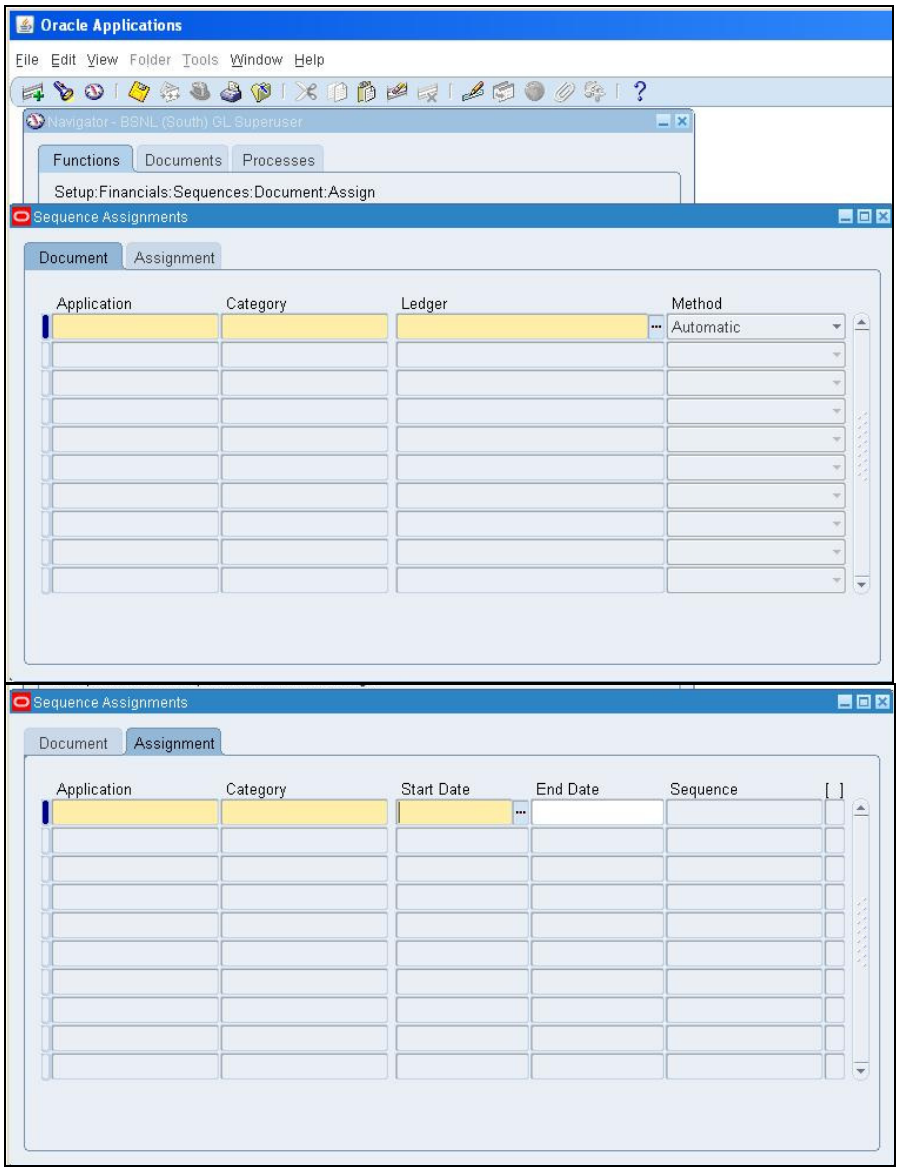


Figure 14: Sequence Assignements window

Field References

The Field Name and Description of all the fields that appear in Sequence Assignments window is given below:

Table 9: Field References for Sequence Assignments window

Field Name	Description
Document Tab	
Application	Select the value as **General Ledger** from the dropdown list. Once saved, the application associated with the sequence cannot be changed
Category	Select category from dropdown list for which the document assigning has to be done
Ledger	Name of the Ledger defined at the time of configuration, that is **BSNS** in case of BSNL South and **BSNE** in case of BSNL East
Method	Select the value as **Automatic** from the dropdown list for the data coming from different sources and **Manual** for manual entry of the journal
Assignment Tab	
Application	Select the value as **General Ledger** from the dropdown list. Once saved, the application associated with sequence cannot be changed
Category	Select category from dropdown list for which document assigning has to be done
Start Date	The date format is DD-MON-YYYY. Select from the calendar, the dates on which the sequence assignment to the document definition takes effect. The Start Date field automatically defaults to the current date, and once a sequence assignment is saved, the start date cannot be changed
End Date	The date format is DD-MON-YYYY. • If the End Date field is left blank, sequence assignment does not expire • If an end date is entered and sequence assignment is defined, the end date cannot be modified later • If there is no end date defined and there are no active assignments for a sequence, it can be disabled the sequence assignment by entering the current date as the end date Once disabled, a sequence assignment cannot be reactivated
Sequence	The sequence created in the sequence window reflects in the dropdown list. The sequences and the document's Application value (as explained in Table 5) must be the same that is, General Ledger. Once a sequence assignment is defined, the sequence name cannot be updated later. If the sequence assignment has to disabled and assigned a new sequence to the document definition: • Firstly, enter an End Date to disable the current sequence assignment • Secondly, create a new record (row) for the new assignment

9.2.1 Assigning the Document Sequences

Prerequisites to proceed:

- User should login to Oracle Applications
- User should have access to the Calendar window (access depends on the role)
- Category should be defined

- Ledger Name should be configured
- Document Sequence must be defined using the Document Sequences window, as given in Section 8.1.1
- Since the effective dates for an assignment must fall within the sequence's start and end dates, the list of available sequences depends on the start and end dates specified for the assignment.

Users:

- South DC Level 2 (Based on zonal data centre user)
- BSNL South O&M (Based on zonal)

To assign document sequences:

1. Click **Sequences ➔ Document ➔ Assign**. The Sequences Assignment window appears.
2. Select the value of Application field as **General Ledger**.
3. Select **Category** for which assignment has to be done.
4. Enter Ledger as **BSNS** in case of BSNL South and **BSNE** in case of BSNL East.
5. Select Method as **Automatic** or **Manual**, as per the requirements.
6. Enter **Start Date, End Date** (Optional).
7. Select the **Sequence** which has to be tagged to the selected category.
8. Click **Ctrl + S**. The document sequences are assigned and saved.

10 Categories

Category is the document type of the journal which distinguishes one journal from another. The Category name is unique for a particular type of journal. By default, for Invoice generation, the Category is IV which is defined during configuration.

10.1 Journal Categories Window

The category window is used to define the category.

Tasks that can be performed using this window are:

- Defining additional categories for manual entries

The screenshot for Journal Categories is given below:

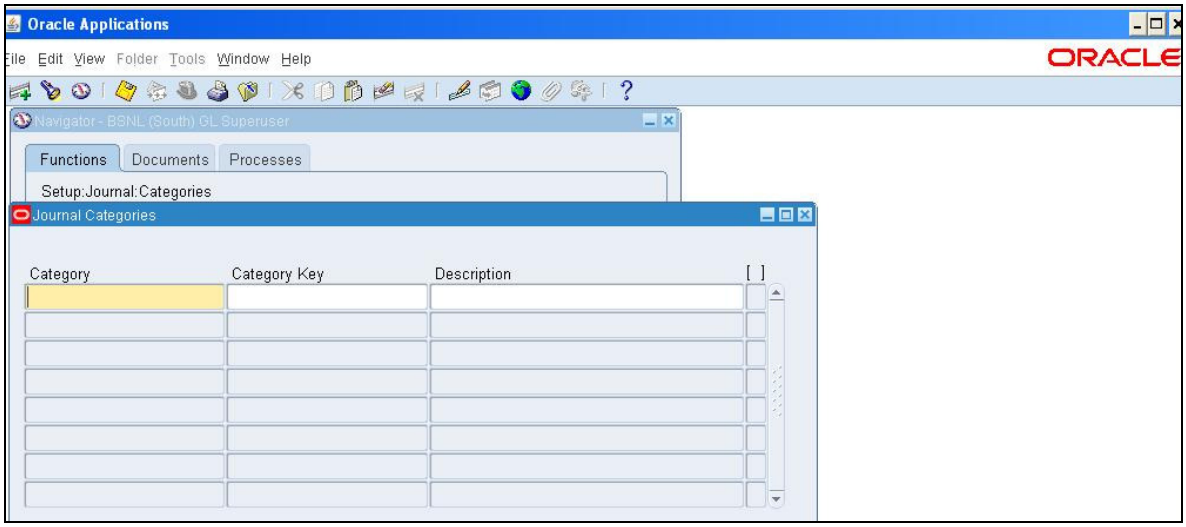


Figure 15: Journal Categories window

Field References

The Field Name and Description of all the fields that appear Journal Categories window is given below:

Table 10: Field References for Journal Categories window

Field Name	Description
Category	This is a mandatory field. Enter the name of the category as per the choice for the user. It should consist of two alphabets. For example, IV, PS and so on
Category Key	
Description	This is an optional field. Provide the description about the category. For example, IV means Invoice Generation, PS means Payments Settlement and so on

10.1.1 Defining additional categories for manual entries

Prerequisites to proceed:

- User should login to Oracle Applications

- User should have access to the Calendar window (access depends on the role)

User1:

- BSNL South O&M (Based on zonal)

To define new category for manual entries:

1. Click **Setup ➔ Journal ➔ Categories**. The Journal Categories window appears.
2. Enter the values for **Category**, **Category Key** (the values should be same).
3. Enter a **Description** to the category defined.
4. Click **Ctrl + S**. The category is defined and saved.

11 Open / Close Period

Open and close accounting periods are used to control the journal entry and journal posting, as well as compute the period-end and year-end actual account balances for reporting.

Open and close accounting periods can be done in two ways:

- Open and Close Periods window

Accounting periods can have one of the following statuses:

- **Open**: Journal entry and posting is allowed
- **Closed**: Journal entry and posting are not allowed until accounting period is reopened. Reporting and Inquiry are allowed
- **Permanently Closed**: Journal entry and posting are not allowed. The status of the period cannot be changed. Reporting and Inquiry are allowed

  Note: When a period is closed permanently, all prior periods is also permanently closed and can never be re-opened.
- **Future-Entry**: Journal entry is allowed, but posting is not allowed

The accounting periods can be opened, closed. Once it is closed, it can be reopened.

11.1 Open and Close Periods window

The Open and Close Periods window is used to open new accounting periods, close accounting periods, reopen closed accounting periods.

Tasks that can be performed using this window are:

- Opening/Closing Period through window

The screenshot of Open and Close Periods window is given below:

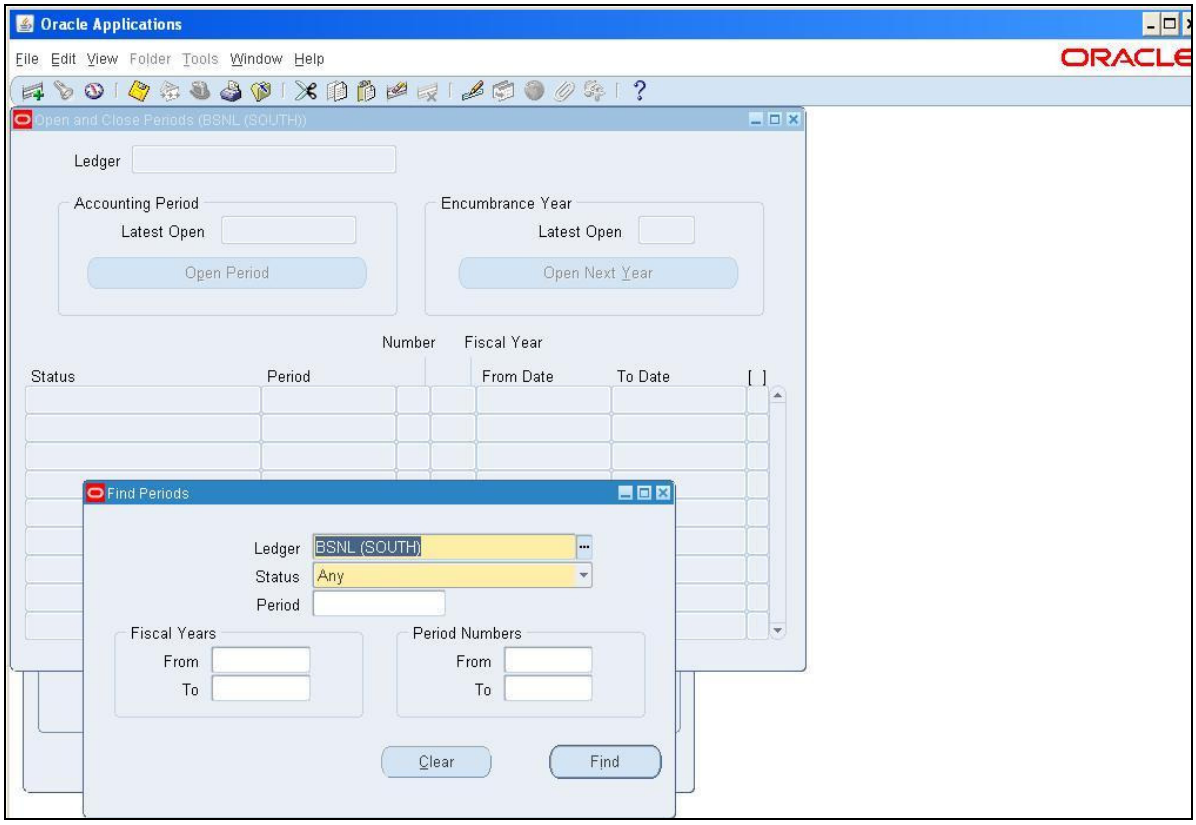


Figure 16: Open and Close Periods window

Field References

The Field Name and Description of all the fields that appear in Open and Close Periods window are given below:

Table 11: Field References for Open and Close Periods window

Field Name	Description
Ledger	This is a non-editable field. It is pre-defined as part of configuration
Status	This is a dropdown list. The status can be Closed, Future – Entry, Open and Permanently Closed
Period	These are non-editable fields. They are first defined while adding periods to the calendar
Period Number	
Fiscal Year	
From Date	
To Date	

11.1.1 Opening/Closing a Period

Prerequisites to proceed:

- User should login to Oracle Applications
- User should have access to the Calendar window (access depends on the role)

- Calendar of the fiscal year should be defined

Users:

- South DC Level 2 (Based on zonal data centre user)
- BSNL South Admin (Based on zonal)

To open/close period through window:

1. Click **Open/Close**. The Find Periods window appear.
2. Click **Find** . The Open and Close Periods window appear.
3. Click **Open Period** to open the next period.
   Note: Skip Step 3 and go to Steps 4 and 5, if an open period has to be Closed or Permanently Closed.
4. Click the status of a particular open period which has to be closed.
5. Select or double-click the status as Closed or Permanently Closed, as required from the dropdown list.
6. Click **Ctrl + S**. The Open/Close period is saved.
7. Click **X** located at the top right corner of the window. The Open/Close window closes. A message, *Submitted <number> concurrent request(s)*, appears as shown in Figure 15.

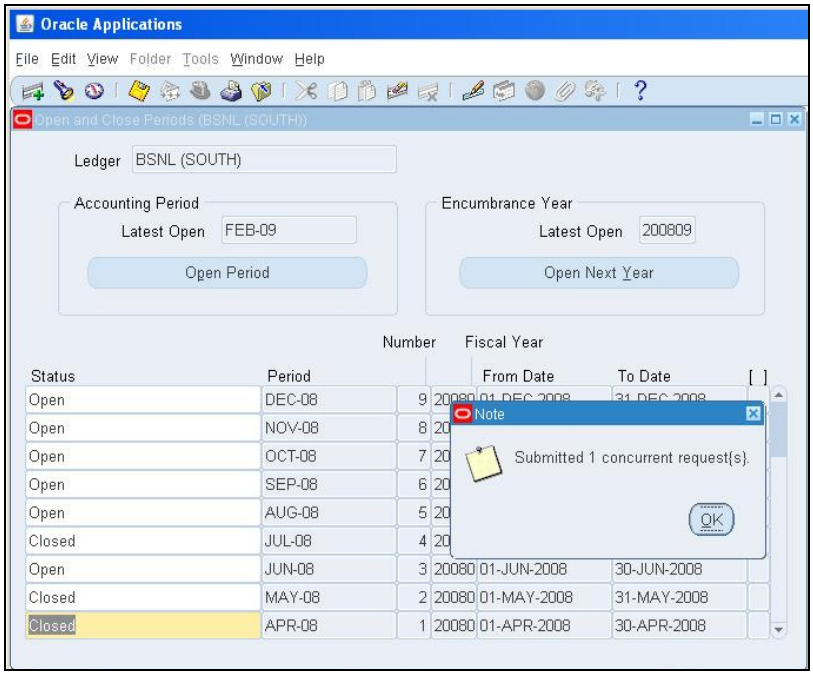


Figure 17: Note of Submission of concurrent request

12 Year End Closing Activities

Year End Closing Activities are performed at the end of the fiscal year. These activities help to generate the retained earnings for that particular fiscal year.

12.1 Year End Activities

Use the following checklist as a guideline to perform year-end processing in Oracle General Ledger. The steps in the tasks have been consolidated from the previous sections.

12.1.1 Performing Year End Activities

Prerequisites to proceed:

User should:

- Login to Oracle Applications
- Have access to Open/Close period window
- Have access to Journal and Post window

Users:

- South DC Level 2 (Based on zonal data centre user)
- BSNL South Admin (Based on zonal)

To close the year end:

1. Click **Open**/**Close** window. The Open/Close window appears.
2. Follow **Section 10.1.1** (**Opening/Closing a** Period**)** to close the current period and Open the adjusting period in the Open/Close window.
3. Click **Journal** ➔**Enter**. The Journal window appears.
4. Follow **Section 2.1.1** (**Entering the Journal**) to enter the journal.
5. Follow either **Section 3.1.1** (**Posting a Batch**) or **Section 3.1.2** (**Posting a Journal**) to post the adjusting entries which are entered as given in Step 4 above.
6. Click Run Trial Balance report in the adjusting period after the adjustments are made.
7. Set the status of the first accounting period in the new fiscal year to Future Entry.

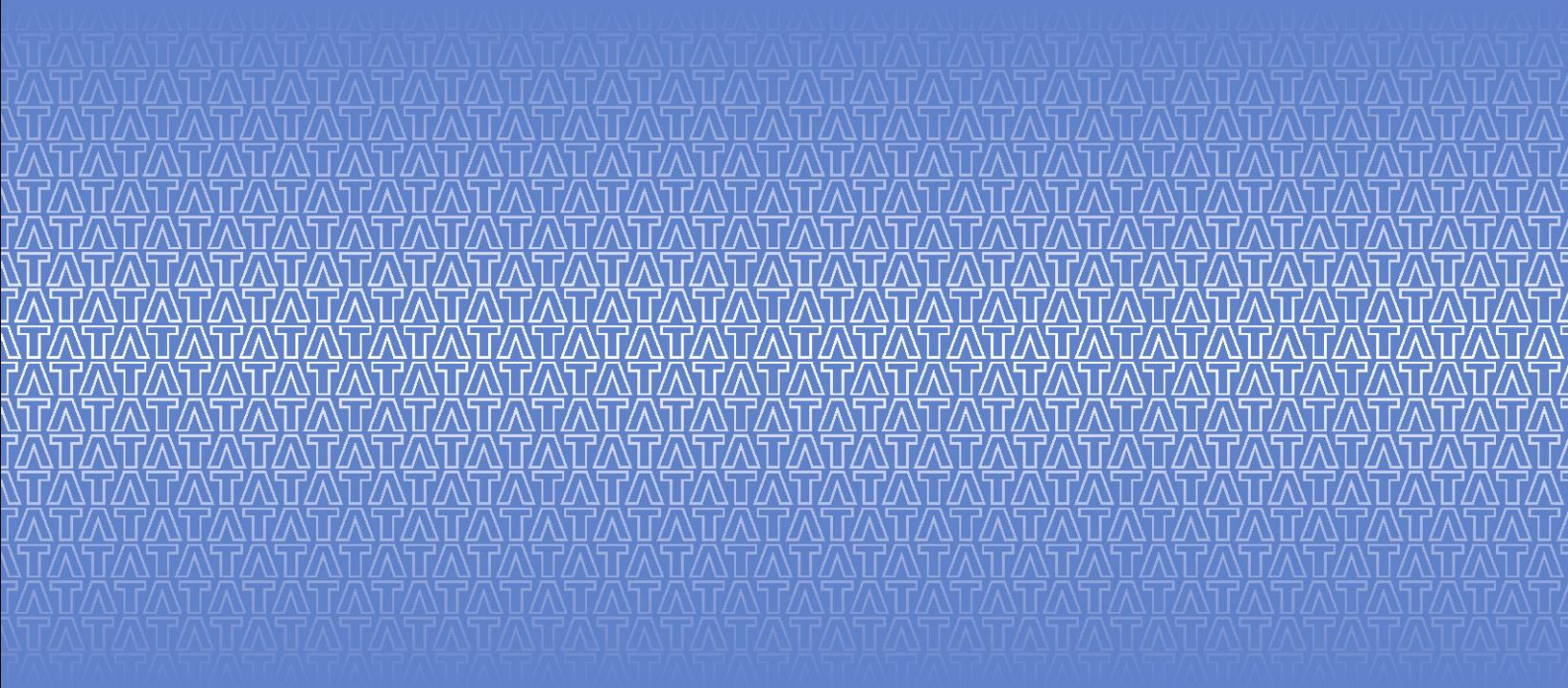
   Note: It is advisable not to open the first period of the new fiscal year until all of the year-end processing for the last period of the current year is completed.
8. Create the reversal entries for Accrued Income and Advance income at the beginning of every period.
9. Transfer data from all source systems like Billing, PMS and ES to the `GL_INTERFACE` table.
10. Post all unposted journal entries for the period end closing activities, including reversals.
11. Review the posting results with the help of Posting Execution Report.
12. Update any unpostable journal entries and then post them again. Common reasons for unpostable batches include:
    - Control Total violations, if used
    - Posting to unopened period
    - Unbalanced journal entries
13. Run Trial Balance Report as explained earlier, in Reports section.

14. Close the last period of the fiscal year using Open and Close Periods window.

    Note: Open the first period of the new fiscal year to start a concurrent process to update account balances. Opening the first period of a new year automatically closes out the income statement and posts the difference to the retained earnings account which is specified while setting up of a Ledger.

Glossary

A	**Accrual Accounting**	A system of accounting in which revenues are recorded when earned and outlays are recorded when goods are received or services performed, even though the actual receipt of revenues and payment for goods or services may occur, in whole or in part, at a different time.
C	**Credit**	An accounting entry which results in either a decrease in assets or an increase in liabilities or net worth.
D	**Debit**	An accounting entry which results in either an increase in assets or a decrease in liabilities or net worth.



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